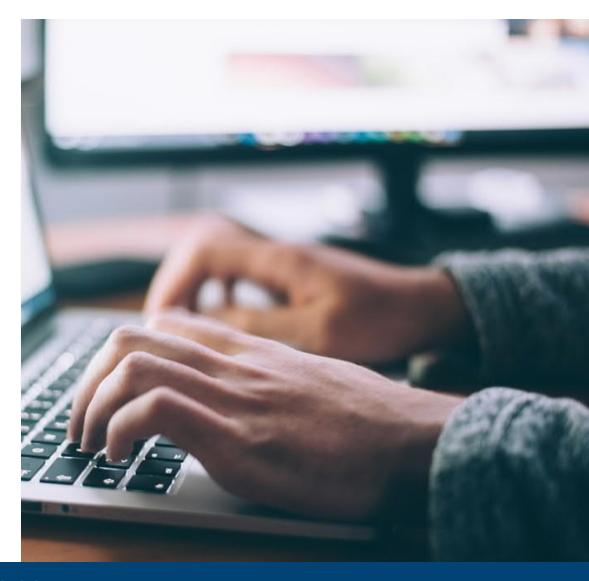# North Carolina Immunization Registry (NCIR)

Using the Mass Vaccination (Mass Vax) for the North Carolina Immunization Registry

User Guide

Last Updated: October 4th, 2021

NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Overview

Overview

What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

- To give patients, parents, health care providers, schools and child care facilities timely access to complete, accurate and relevant immunization data;

- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;

- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!

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Mass Vax Tips

Mass Vax Tips

•The Mass Vax screens should only be used for mass vaccination and not for entering everyday vaccination information.

•When setting up your Definitions, we recommend using a standardized way to name your definitions. For Example: Name of Vaccine / State or Private / Lot Number

•If you run out of a vaccine then you should delete the definition in order to prevent users from selecting the wrong definition.

•Remember – although you are using a Mass Vax definition to pre-populate fields on the mass vax grid entry screen, you will still be able to change the pre-selected drop downs (e.g. lot number, body site, administered by, etc…)

•The **Dosage** size is half and full. The definition of what is half and what is full depends on how you have those doses set up in your inventory.

•When you have less than 10 doses on hand, the lot number definition will appear in red at the top of the mass vax grid entry screen.

•If you are going to be administering Seasonal Flu and an additional vaccine in the same clinic, you can set both of those vaccines to one definition and it will document both vaccines at the same time. (For example: If you assign both the seasonal flu vaccine and pneumococcal vaccineto the same definition – as you can have 2 vaccines per definition- when you pull up the mass vax grid entry screen, it will display each client (although unnamed as of yet) as receiving both vaccines.)

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Mass Vax Tips

•You may click the **<u>Immunize</u>** button prior to entering 5 clients

•If you have 2 vaccines set up in a definition, but if a patient does not receive both, instead of having to enter separately, you may click the remove button beside the vaccine not administered

•If your organization has several clinicians administering vaccines, it may be better to leave the **<u>Administered By</u>** drop-down blank when completing the definition (so that field is not pre-populated).

•If your organization does not have many clinicians administering vaccines, it may be better to set up a separate definition for each clinician by their name

•When choosing the County of Residence to set the definition, use the county where the clinic you are administering from is located.

•Please remember that if the NCIR stays inactive for an 30 minutes, it will time out and you will have to log in again and your unsaved information could be lost. So, in entering patient information, please save after 5 clients are entered or after each grouping of clients so that their information will not be lost.

•If you have more than 1 definition set up then you can switch between those definitions without having to leave the mass vax grid entry screen

Common Questions

Common Questions

Q: Why can't I see the Mass Vax Grid?

A: The NCIR Administrator for your facility has not set up a definition to be displayed.

Q: Why isn't there a default on the grid entry screen for a particular field (i.e. "body site")

A: If there is not a default on the grid entry screen that is because it was not set up as part of the definition

Q: What happens if the client information entered is not an exact match for an existing client?

A: If the client information entered is not exact, it will create a new client with a responsible person equal to self and the corresponding phone number

Q: How many vaccines can be included per definition?

A: Two vaccines can be added per definition

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Setting up Mass Vax Definitions

Setting up Mass Vax Definitions

Administrators are responsible for adding the Mass Vax Definitions. **(for more info on Mass Vax Definitions please see the Tips and Common Questions portion of the training module)**

Maintenance
- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Start by clicking <u>mass vax definition</u>

To add a new definition click **Add Definition**. This will allow you to enter the information you need for each definition

Manage Mass Vaccination Definitions

Add Definition

Select an existing mass vaccination definition to update information.

Site Name	Definition Name	Admin Date

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Setting up Mass Vax Definitions

When adding definitions, you can add as many as you need, but please remember when you run out of that lot number to delete the definition.

Step 1: You will need to name the <u>Definition</u>

Step 2: Enter the <u>Date Administered</u>

Step 3: Choose the County of Residence

Add Mass Vaccination Definition

* Definition Name	Fluzone\123456\state\.5ml
* Date Administered	09/28/2010
* County Of Residence	Wake
* Record Client Identifier	⦿ Chart Number ◯ Secondary Chart Number
* Site	GLENDA'S ORG FOR SIMPLE TESTING

Save   Cancel

Step 4: Choose the site

Step 5: Click Save when finished
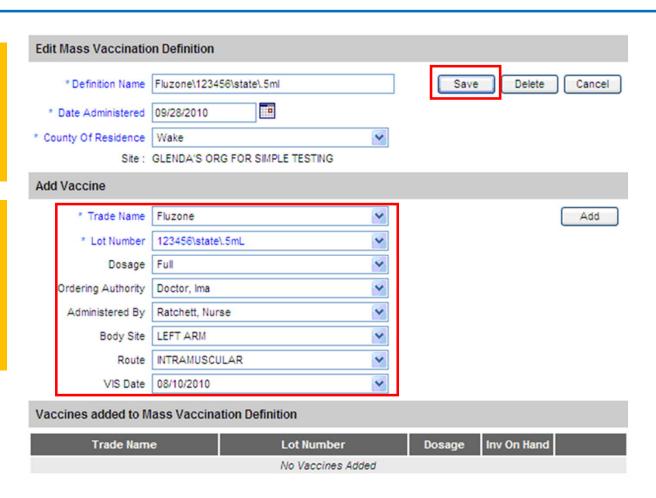

Here are a few tips when naming a definition:

1. Remember that this definition will appear in the drop-down box on the entry screen.

2. You will be able to assign a maximum of 2 vaccines to each definition.

3. The example shown above indicates name of vaccine, Lot Number, State (vs, private vaccine) dosage

4. You could also include the name of the person administering the vaccine and the specific location in the clinic where the vaccine is administered.

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Setting up Mass Vax Definitions

Note: Only Trade Name and Lot Number are REQUIRED, however, the more drop-downs added on this screen, the more information that will pre-populate in the Mass Vax Grid

Once **Add Vaccine** fields are completed, select **Save**.

Please remember that if you "assign" the maximum of 2 vaccines to a definition, both vaccines will show up on the grid entry screen.

Edit Mass Vaccination Definition

* Definition Name	Fluzone\123456\state\.5ml
* Date Administered	09/28/2010
* County Of Residence	Wake
Site :	GLENDA'S ORG FOR SIMPLE TESTING

[Save] [Delete] [Cancel]

Add Vaccine

* Trade Name	Fluzone
* Lot Number	123456\state\.5mL
Dosage	Full
Ordering Authority	Doctor, Ima
Administered By	Ratchett, Nurse
Body Site	LEFT ARM
Route	INTRAMUSCULAR
VIS Date	08/10/2010

[Add]

Vaccines added to Mass Vaccination Definition

Trade Name	Lot Number	Dosage	Inv On Hand	
		No Vaccines Added		

Setting up Mass Vax Definitions

Edit Mass Vaccination Definition

* Definition Name	Fluzone\123456\state\.5ml
* Date Administered	09/28/2010
* County Of Residence	Wake
* Record Client Identifier	⦿ Chart Number ○ Secondary Chart Number
Site :	GLENDA'S ORG FOR SIMPLE TESTING

[Save] [Delete] [Cancel]

Add Vaccine   ** Vaccine Added to Definition **

> Look for this message to notify you that the Vaccine was added correctly to the Definition

* Trade Name	
* Lot Number	
Dosage	
Ordering Authority	
Administered By	
Body Site	
Route	
VIS Date	

[Add]

The maximum number of vaccines that can be added to a definition is two.

> Once you have added the maximum of 2 vaccines to a definition, you will see this message. Please remember that if you "assign" the maximum of 2 vaccines to a definition, both vaccines will show up on the grid entry screen.
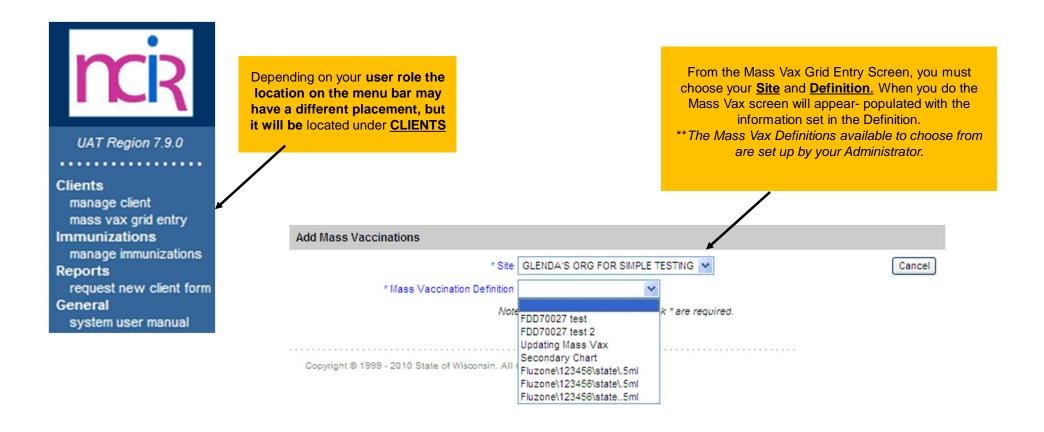
> Your vaccine will load into the grid below allowing you to see which vaccine was saved. Once the vaccine is saved, you cannot edit it. If you make a mistake, you must delete it and start over again

Vaccines added to Mass Vaccination Definition

Trade Name	Lot Number	Dosage	Inv On Hand		
Fluzone	123456	Full	92		✗

*Note: Fields marked with an asterisk * are required.*

- Once you have saved your definition, this is what will be used on the **Mass Vax Grid Entry**.
- The Mass Vax Grid Entry will be available for Administrators, Inventory Control and Typical Users.

Documenting Mass Vaccinations

Depending on your **user role the location on the menu bar may have a different placement, but it will be** located under **CLIENTS**

From the Mass Vax Grid Entry Screen, you must choose your **Site** and **Definition.** When you do the Mass Vax screen will appear- populated with the information set in the Definition.
****The Mass Vax Definitions available to choose from are set up by your Administrator.*

Add Mass Vaccinations

* Site GLENDA'S ORG FOR SIMPLE TESTING   Cancel

* Mass Vaccination Definition

Note ... k * are required.

FDD70027 test
FDD70027 test 2
Updating Mass Vax
Secondary Chart
Fluzone\123456\state\.5ml
Fluzone\123456\state\.5ml
Fluzone\123456\state..5ml

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Documenting Mass Vaccinations

3. The screen will reset and you will see this message if the documentation was complete

Add Mass Vaccinations

** Immunizations Complete **

* Site GLENDA'S ORG FOR SIMPLE TESTING

Immunize   Clear All   C

* Mass Vaccination Definition Fluzone\123456\state\.5ml

#1   Fluzone/123456   92 Doses on Hand   Expiration 06/30/2011

2. When finished click **Immunize**

1. The fields with blue astricts are **REQUIRED** to be entered for each client.

Patient 1

* Admin Date	Chart Number	* Last Name	* First Name	Middle Name	* Birth Date	Gender	County of Res	* Phone Number	* Eligibility as Reported by Responsi Person
09/28/2010							Wake		

	* Lot Number	* Dosage	* Ordering Authority	* Administered By	* Body Site	* Route	* VIS Date	Remove
#1	Fluzone\123456\state\.5mL	Full	Doctor, Ima	Ratchett, Nurse	LEFT ARM	INTRAMUSCULAR	08/10/2010	☐

Patient 2

* Admin Date	Chart Number	* Last Name	* First Name	Middle Name	* Birth Date	Gender	County of Res	* Phone Number	* Eligibility as Reported by Responsi Person
09/28/2010							Wake		

	* Lot Number	* Dosage	* Ordering Authority	* Administered By	* Body Site	* Route	* VIS Date	Remove
#1	Fluzone\123456\state\.5mL	Full	Doctor, Ima	Ratchett, Nurse	LEFT ARM	INTRAMUSCULAR	08/10/2010	☐

All the fields in the yellow box denote the information that was entered into the Definition previously. Every time you **Immunize** you will see the **Doses on Hand** (from inventory) at the top of the page adjust to the correct number on hand. Once you get below 10 doses it will appear in red.

There is a maximum of 5 clients that can be immunized on one screen

Where to Go for More Help?

Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee

Appendix

NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager